

The City of Covington

REQUEST FOR PROPOSALS

Voice and Data Infrastructure, Access Control and Surveillance and AV City of Covington, Kentucky

Purpose:

The City of Covington, Kentucky ("City") is requesting proposals from qualified firms interested in providing **Voice and Data Infrastructure**, **Access Control**, **Surveillance Software and Hardware**, **and AV Materials and Installation** for the new Covington City Hall, at 20 W. Pike Street, Covington, Kentucky.

Further information and/or specifications may be obtained at the Office of the City Manager, 638 Madison Avenue, 4th Floor, Covington, Kentucky, 859-292-2160, or by email at khushebeck@covingtonky.gov.

<u>Mandatory Pre-Submittal Meeting</u>: A mandatory pre-submittal meeting will be held on September 4, 2013 at 3:00 p.m. at 20 W. Pike Street, Covington, Kentucky 41011.

All applications shall be submitted no later than Monday, September 9th, 2013 by 10:00 a.m. to:

Office of the City Manager
City of Covington
638 Madison Ave, 4th Floor
Covington, KY 41011
RFP – Voice and Data Infrastructure, Access Control and Surveillance

Responses received after the deadline will NOT be considered. The City reserves the right to reject any and all responses to this request.

DATES OF PUBLICATION:

August 31, 2013



Proposal Cover Sheet

The City of Covington Voice and Data Infrastructure, Access Control and Surveillance

Legal Name of Corporation or Company:	
Federal ID number of legal entity:	
	Title:
Address:	
City, State, and Zip:	
Telephone number:	_ Fax number:
Cell phone number:	
Email address:	

This bid sheet must be signed, dated, and returned. All Bidders must accept all of the City of Covington's terms and conditions that are attached to this RFP document.

To be awarded a City of Covington contract, Proposers must have a City of Covington Occupational License.



The City of Covington

Statement of Work Voice and Data Infrastructure, Access Control and Surveillance and AV August 31st, 2013

DESCRIPTION OF SERVICES:

The City of Covington is moving its facility from 638 Madison Avenue to 20 W. Pike Street. As such, the City is accepting proposals for the following: **Voice and Data Infrastructure, Access Control and Surveillance and AV**. The selected contractor shall provide all personnel, equipment, tools, materials, supervision, transportation and all other parts and supplies necessary to accomplish the tasks and provide materials set for the below, in reference to the Attachment A – Floor Plan.

I. SCOPE OF WORK AND MATERIALS

Voice/Data Infrastructure

- 1. General Office 1st Floor: Installation of approximately 41 locations of 2 voice/data cables, 4 locations of 1 data for WAPS and 3 locations of 1 voice for wall phones.
- 2. General Office 2nd Floor: Installation of approximately 60 locations of 2 voice/data cables, and 1 location of 1 voice for wall phone.
- 3. Mezzanine Conference Rooms: Installation of 4 locations of 2 voice/data cables.
- 4. All voice/data cabling to be Cat6.
- 5. All voice/data cabling to be plenum.
- 6. All voice/data cables terminated on patch panels.
- 7. Supply customer with 1- 3' patch cable per voice/data for MDF/IDF.
- 8. Supply customer with 1- 10' patch cable per voice/data for station ends.

Communication Counts and Specification: MDF/IDF Buildouts

- 1. MDF: Installation of 1-2 post data rack and 1-4 post server rack.
- 2. Installation of 3 vertical and 6 horizontal wire managers.
- 3. Installation of 12" ladder racking above racks.
- 4. Installation of power strip in each rack.

Access Control/Video Surveillance Subtotal

- 1. Installation of Genetec Security Center Video Management/Access Control Software. Licensed for 6 IP cameras, 21 doors and 5 client connections.
- 2. Work includes supply, installation, configuration, aim and focusing of new cameras with all necessary mounting hardware, waterproofing if appropriate, heaters, blowers and sun shields if necessary. Also include installation and configuration of software,

perpetual licenses and annual maintenance agreements required to prepare and operate the systems

- 3. Genetec SV-Pro Security Server w/4 TB Hard Drive for video archives
- 4. 17 -IP based single door controllers
- 5. Installation of all IP access control hardware listed above
- 6. Norwood hardware to supply all door hardware and cabling from door to ceiling.
- 7. Installation 2 indoor and 2 outdoor Axis IP cameras
- 8. Any associated equipment rental

Audio Visual Materials and Installation

- 1. Media Box:; Whirlwind PB06 1x6 XLR Line to Mic Level Press Box
- 2. Wall Plate: Audio WPL-1114 (2 Male XLR Ends)
- 3. Wall Plate: Video WPL-1102 (2 BNC Ends)
- 4. Mic Cable: Liberty 16-2C-PSH-WHT (1000' spool)
- 5. Mic Ends Male: Neutrik XLR Male Connector NC3MXX
- 6. Mic Ends Female: Neutrik XLR Male Connector NC3FXX
- 7. Video Cable: Belden BL-643948-1000 Video (1000' spool)
- 8. Video Ends: AIR802 Video Crimp Connector (BNC)
- 9. Video Crimper: Evertech Crimper
- 10. Cable Stripper: Datashark Cable Stripper
- 11. Speakers: Atlas Sound SM42T-BLACK 2-Way 4" Speakers
- 12. Speaker Cable: Belden 6000UE 12 AWG 2C Cable Plenum-rated In-Wall Speaker Wire 500 ft.
- 13. Wall Rack: Tripp Lite SRW18US 18RU Wall Mount Rack Enclosure

II. KEY DATES AND PERFORMANCE PERIOD:

The installation must be complete by October 1, 2013.

III. CONTRACTOR REQUIREMENTS:

- 1. The contractor shall utilize qualified, capable employees in the performance of this contract. Technicians servicing the equipment shall possess applicable certifications and qualifications to conduct the work.
- 2. The contractor shall take all necessary precautions to ensure there's no damage to Government Property. All damages to such property and furnishings shall be repaired or replaced at no additional cost to the government.
- 3. The contractor shall coordinate the scheduling of work with the City Representative prior to commencing work.
- 4. The contractor shall be responsible for all means and methods as they relate to safety and shall comply with all local, state and federal requirements. All contracted personnel shall be instructed to be mindful of maintaining a safe environment for the facility.
- 5. Before installation services are started, the contractor shall inspect work site and ascertain all information necessary to deliver effective performance of services. The contractor shall notify the City Representative of any conditions that prevent the suitable completion of the installation services.
- 6. The Contractor shall provide proof of applicable workers' compensation,

unemployment and liability insurance and maintain insurance currency throughout the contract period.

IV. GOVERNMENT INSPECTIONS: A City Representative will inspect equipment installation and confirm that the equipment is in working order. Deficiencies will be brought to the attention of the contractor the contractor shall correct the condition(s) at no additional cost to the government.

V. MANDATORY PRE-SUBMISSION MEETING

Mandatory Pre-Bid Walk Through on September 4th, 3:00pm. at 20 West Pike Street Covington Kentucky.

VI. GENERAL REQUIREMENTS:

- 1. All proposal expenses are to be borne by the proposer.
- 2. Proposals may be withdrawn upon receipt of a written request prior to the date and time of submission as noted in this RFP.
- 3. Questions or clarifications must be submitted in writing to the Project Manager as noted in the Proposal Submission section of this document. The City will only recognize written communication, and is not responsible for oral interpretations by a City employee, representative, or others.
- 4. Addenda may be issued up to 48 hours prior to the submission date. Interested proposers must provide detailed contact information including company address, fax number, email, and phone numbers so that addenda may be issued in a timely manner.
- 5. The City of Covington reserves the right to reject any and/or all submissions and to waive any formalities as part of the selection process. As consideration for making a proposal, the Respondent waives any claims for any alleged damages arising from a rejection of the proposal by the City.
- 6. Proposals shall be delivered to address listed below in a sealed envelope and must be clearly labeled "City of Covington Voice and Data Infrastructure, Access Control and Surveillance."
- 7. Proposals must contain references which reflect successful completion of contracts for the type of services detailed in the RFP, demonstrating such expertise, knowledge, and experience to establish that the proposer is capable of meeting the requirements of the proposal.

VII. PROPOSAL FORMAT:

- 1. Required content includes:
 - a. Letter of interest including firm's availability to undertake this project in the short time frame, and acknowledgement of any and all addenda issued for this RFP.
 - b. A written summary of the proposer's approach to scope of work.
 - c. Detailed description of firm (s).
 - d. Provide a minimum of three (3) client references for projects with services similar to the scope of services for this RFP.
- 2. One (1) original hard copy and one digital copy shall be submitted to lsims@covingtonky.gov.

VIII. PROPOSAL SUBMISSION:

All responses shall be submitted no later than 10:00 a.m., September 9th, 2013:

Office of the City Manager ATTN: Larisa Sims, Assistant City Manager 638 Madison Avenue Covington, Kentucky 41011

IX. PUBLIC INFORMATION NOTICE:

All proposals submitted to the City will be kept in confidence with the Selection Committee for the sole purposes of evaluating and developing the best possible strategic option for the City. RFP submissions will become property of the City. The City will have the right to make copies for its internal review process and to provide copies to its staff, legal, technical and financial advisors and representatives.

All information submitted for review may be subject to the Kentucky Open Records Act and may be made available upon request by the public. Respondents should identify any confidential, proprietary information or trade secrets and provide justification why such material should not be disclosed.

ATTACHMENT A:

FLOOR PLAN

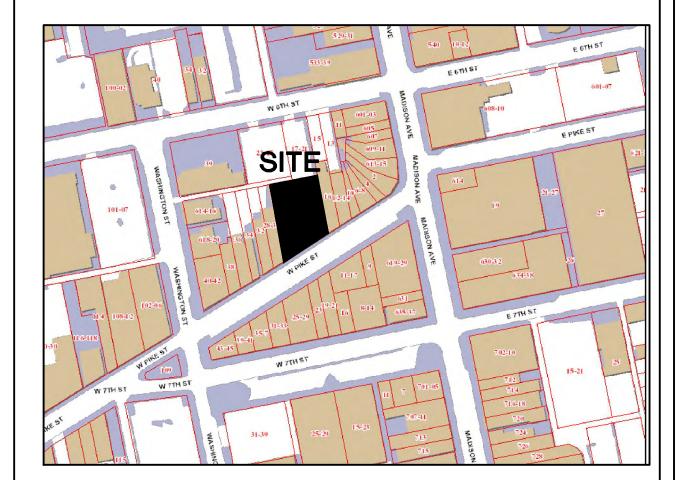
REMODEL

NEW CITY OF COVINGTON OFFICES

20 WEST PIKE STREET

COVINGTON, KENTUCKY

VICINITY MAP



CODE INFORMATION

PROJECT DESCRIPTION.

PROJECT SQUARE FOOTAGE

BASEMENT 10,369 S.F.
FIRST FLOOR 10,369 S.F.
MEZZANINE 1,474 S.F.
SECOND FLOOR 9,570 S.F.

TENANT FINISH CONSTRUCTION

BUILDING CODE

KENTUCKY BUILDING CODE

USE CLASSIFICATION

	EXISTING	NEW
BASEMENT	S-1 STORAGE	S-1 STORAGE (NO WORK)
FIRST FLOOR	A-2 ASSEMBLY	A-3 ASSEMBLY / B BUSINESS
MEZZANINE	A-2 ASSEMBLY	A-3 ASSEMBLY / B BUSINESS
SECOND FLOOR	B BUSINESS R-2 APARTMENTS	B BUSINESS

EXISTING NON-SEPARATED OCCUPANCIES

CONSTRUCTION CLASSIFICATION:

CONSTRUCTION TYPE IIIB

PERIMETER AREA OPEN INCREASE: 1,425 S.F.
TOTAL PERIMETER = 434'-3*

OPEN AREA - 174'-9*

(NORTH AND SOUTH ELEVATIONS)

40% OPEN AREA

TOTAL ALLOWABLE AREA: 10,925 S.F.

ALLOWABLE HEIGHT: 2 STORIES

ACTUAL HEIGHT: 2 STORIES + BASEMENT AND MEZZANINE

SPRINKLER

BUILDING IS PARTIALLY SPRINKLERED (BASEMENT)
NO NEW SPRINKLER WORK IS PROPOSED

OCCUPANT LOAD, SEE SHEETS G103, G103M AND G104

BASEMENT: 10,369/500 GROSS - 21 OCCUPANTS

FIRST FLOOR: BUSINESS:

4,780/100 GROSS - 48 OCCUPANTS

ASSEMBLY: 1,139/ 7 NET = 163 OCCUPANTS - 197 ACTUAL SHOWN

MEZZANINE: 453/15 NET = 30 OCCUPANTS
SECOND ELOOP: 9.570/100 GROSS = 96.000UPANTS

SECOND FLOOR: 9,570/100 GROSS - 96 OCCUPANTS

TOTAL OCCUPANT LOAD - 392 OCCUPANTS

INTERIOR FINISH RATINGS

EXIT ENCLOSURES AND PASSAGEWAYS - CLASS A CORRIDORS - CLASS A/B ROOMS AND ENCLOSED SPACES - CLASS C

PROJECT TEAM

DEVELOPER

SALYERS GROUP

20 WEST 11TH STREET COVINGTON, KENTUCKY 41011 (859) 982-0016 FAX: (859) 982-0023

ARCHITECT:

HUB + WEBER ARCHITECTS, PLC

200 WEST PIKE STREET COVINGTON, KENTUCKY 41011 (859) 491-3844 FAX: (859) 655-3243 DRAWING INDEX

CURRENT DATE	SHEET NUMBER	SHEET <u>DESCRIPTION</u>
8.16.2013	G101	COVER SHEET
8.16.2013	G102	STANDARDS
1 1 0 0 0 1 7	C102	FIRST FLOOD OCCURANCY

08.16.2013 G103 FIRST FLOOR OCCUPANCY
08.16.2013 G103M MEZZANINE OCCUPANCY
08.16.2013 G104 SECOND FLOOR OCCUPANCY

08.16.2013 D101 FIRST FLOOR OCCUPANCY

08.16.2013 D101 FIRST FLOOR DEMOLITION PLAN
08.16.2013 D102 SECOND FLOOR DEMOLITION PLAN

08.16.2013 A101 FIRST FLOOR PLAN
08.16.2013 A101M MEZZANINE PLAN
08.16.2013 A102 SECOND FLOOR PLAN

08.16.2013 A401 FIRST FLOOR REFLECTED CEILING PLAN

08.16.2013 A402 SECOND FLOOR REFLECTED CEILING PLAN
08.16.2013 F101 FIRST FLOOR FURNITURE PLAN
08.16.2013 F101M MEZZANINE FURNITURE PLAN

08.16.2013 F102 SECOND FLOOR FURNITURE PLAN

08.16.2013 A501 SCHEDULES / INTERIOR DETAILS
08.16.2013 A502 INTERIOR ELEVATIONS

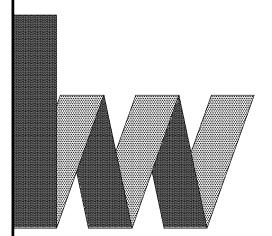
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Salyers

PROPOSED CITY OFFICES

20 WEST PIKE

COVINGTON, KENTUCKY



Hub + Weber
Architects, PLC

200 West Pike Street Covington, KY 41011 Ph: 859-491-3844 Fx: 859-655-3243 hw@hubweber.com

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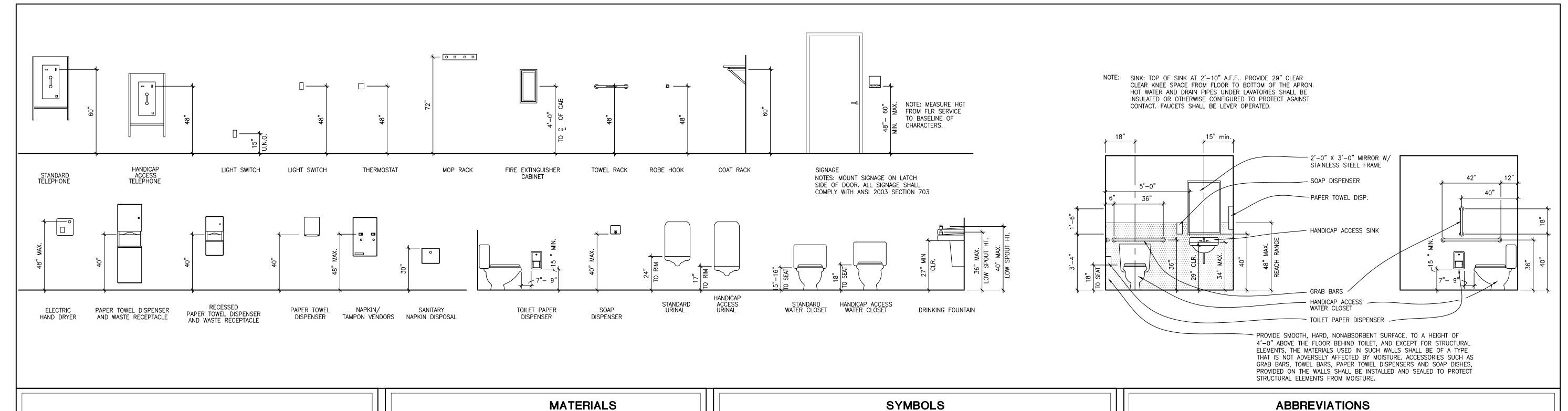
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COVER SHEET

G101

STANDARD MOUNTING HEIGHTS



ELEV 100'-0" A/C ACT ADD AIR CONDITIONING SPOT ELEVATION ACOUSTIC CEILING TILE

AFF

C/C CLG

CMU

CONC

CONT CPT

DN

EIFS

EL ELEC

ELEV

EXP

FΗ

GFI

HDW

HCWD

EXTG

DRINKING FOUNTAIN

DOWN

ELEVATOR

EACH WAY

EXPOSED

FIRE HYDRANT

GAGE OR GAUGE

GLASS MASONRY UNIT

GROUND FAULT INTERRUPTOR

HOLLOW CORE WOOD DOOR

EXISTING

GYP BD GYPSUM BOARD

HOSE BIBB

HIGH POINT

HOLLOW METAL

HARDWARE

EQUAL

101 DOOR NUMBER SECTION NUMBER

ROOM

ROOM NAME

ROOM NUMBER

SHEET NUMBER

ELEVATION NUMBER SHEET NUMBER

DETAIL NUMBER SHEET NUMBER

REVISION

PARTITION TYPE

MAX MAXIMUM MANHOLE ADDENDUM MINIMUM ABOVE FINISH FLOOR MASONRY OPENING ALTERNATE ACCESS PANEL NORTH NOT IN CONTRACT

BENCH MARK NO. OR # NUMBER BID PACKAGE NOM NOMINAL NOISE REDUCTION COEFFICIENT BOTH SIDES NRC BOTH WAYS BOTTOM OF OUTSIDE DIAMETER OWNER FURNISHED, CONTRACTOR INSTALLED CATCH BASIN CERAMIC TILE OPPOSITE HAND

CONTROL JOINT PERCENT CENTER TO CENTER PLASTIC LAMINATE PLAM CEILING PLUS OR MINUS CONCRETE MASONRY UNIT POUNDS PER SQUARE INCH POUNDS PER SQUARE FOOT CONCRETE CONTINUOUS CARPET QUARRY TILE RADIUS OR RISER

EACH SANITARY SEWER EXTERIOR INSULATION FINISH SYSTEM SOLID CORE WOOD DOOR EACH FACE SQUARE FEET EXPANSION JOINT SIM ELEVATION SOUND TRANSMISSION COEFFICIENT **ELECTRIC**

ELECTRIC WATER COOLER TOP OF TOP OF MASONRY TOP OF CONCRETE TOP OF FOOTING FLOOR DRAIN TUBE STEEL TOP OF STEEL FIRE EXTINGUISHER FIRE EXTINGUISHER CABINET FURNITURE, FIXTURES, & EQUIPMENT TYPICAL

TOP SET VINYL WALL BASE UNDERCOUNTER UNIT HEATER UNLESS OTHERWISE INDICATED UNO VINYL COMPOSITION TILE

ROOF DRAIN

STORM SEWER

SHEET VINYL

REQUIRED

VINYL WALL COVERING WEST, WIDE WOOD BASE WOOD W/O WITHOUT WORKING POINT WELDED WIRE FABRIC

YARD DRAIN

HEATING, VENTILATION, AND AIR CONDITIONING HOSE VALVE CABINET HVEC HOSE VALVE AND EXTINGUISHER CABINET

INSIDE DIAMETER INV INVERT

LBS POUNDS LIVE LOAD LLV L/P

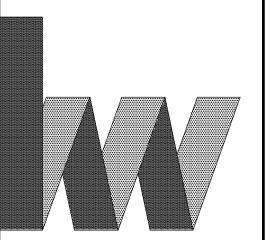
LONG LEG HORIZONTAL LONG LEG VERTICAL LOW POINT

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PROPOSED CITY OFFICES

20 WEST PIKE

COVINGTON, KENTUCKY



Hub + Weber Architects, PLC

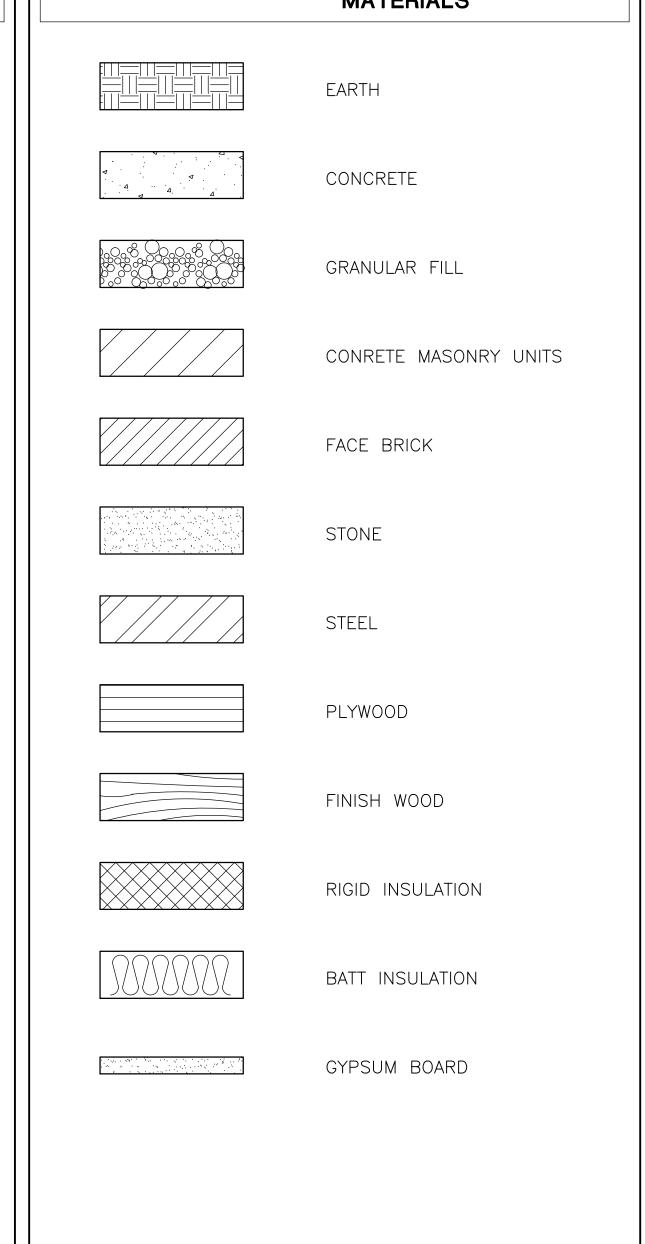
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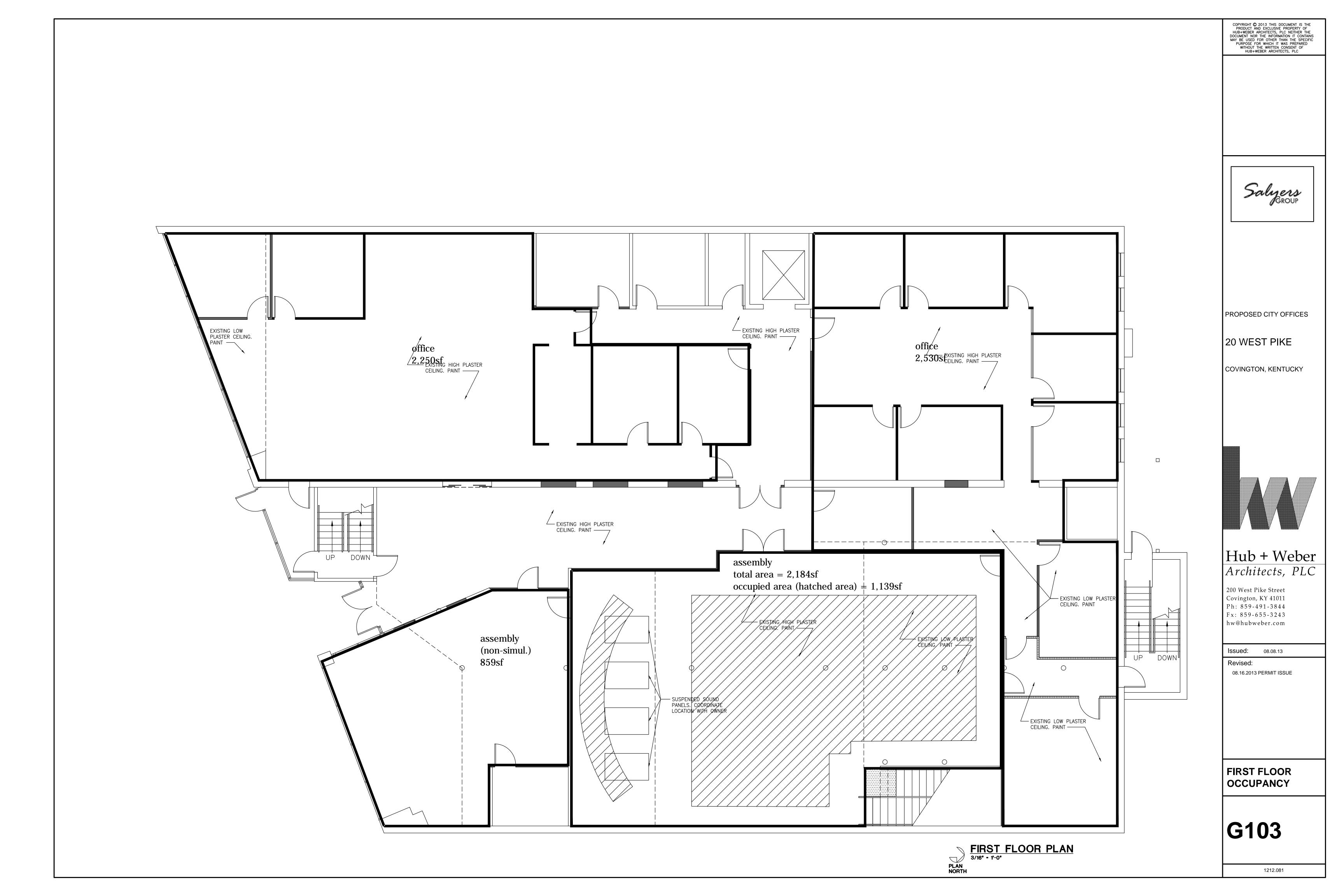
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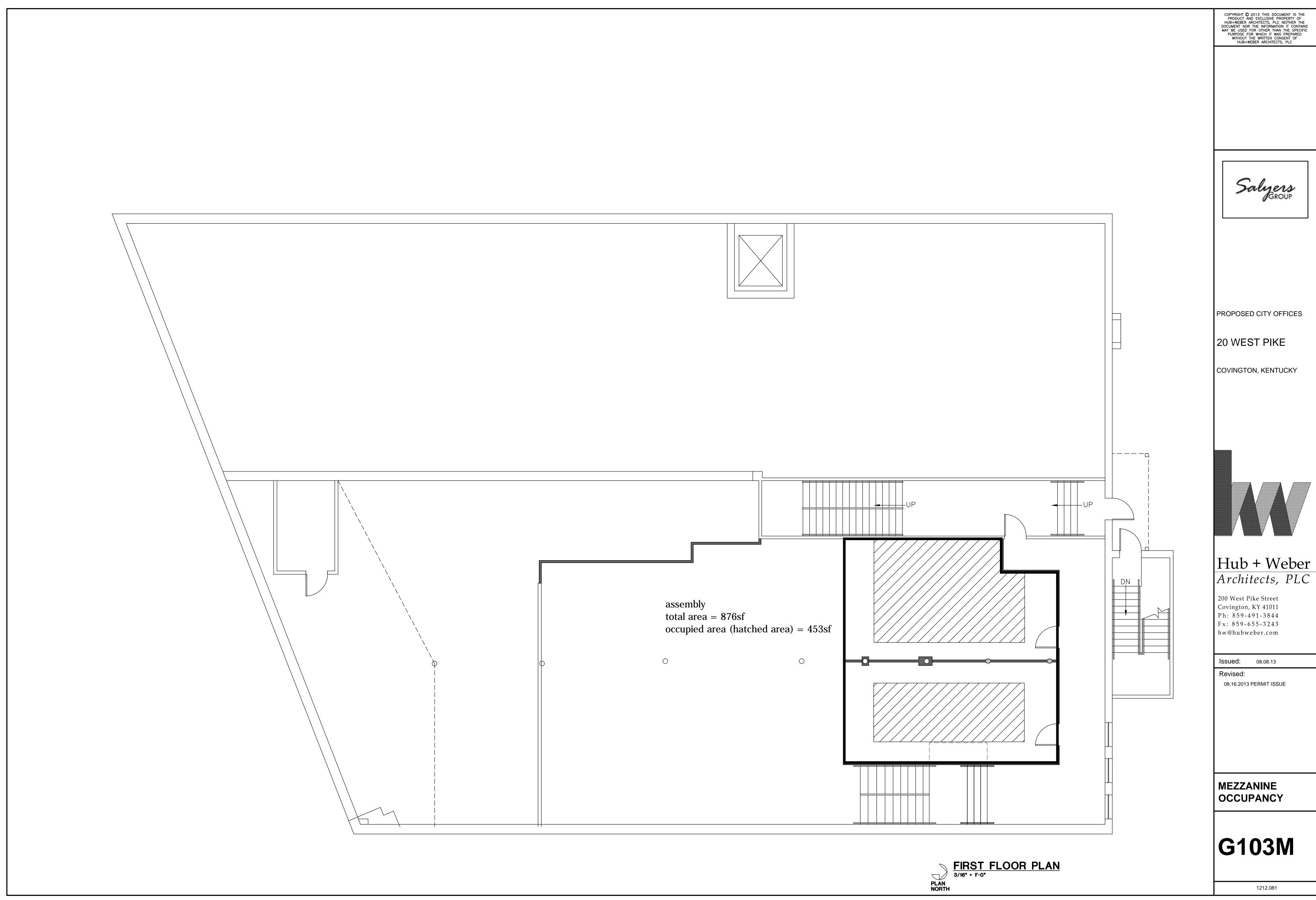
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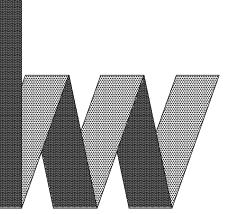
STANDARDS

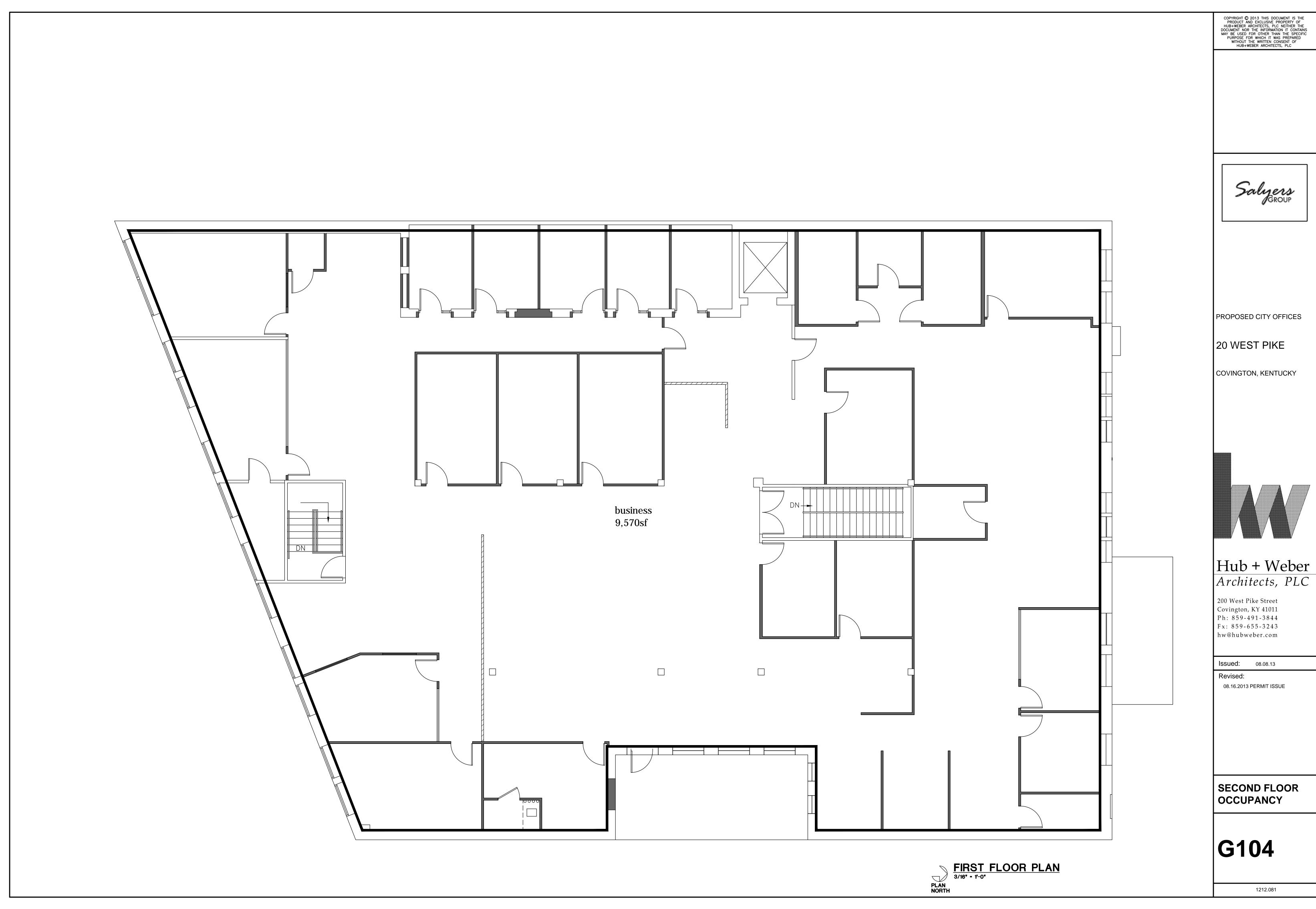
G102

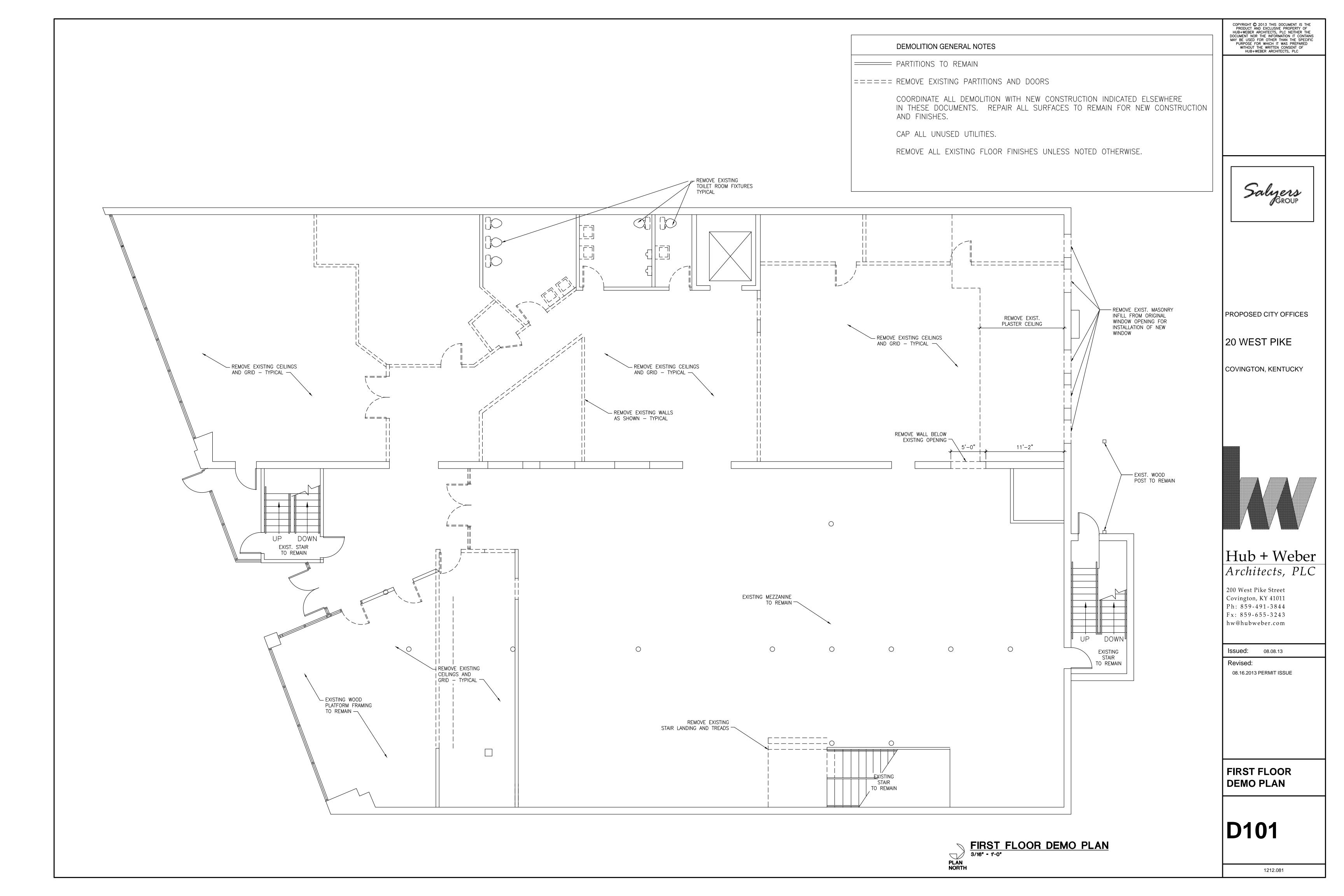


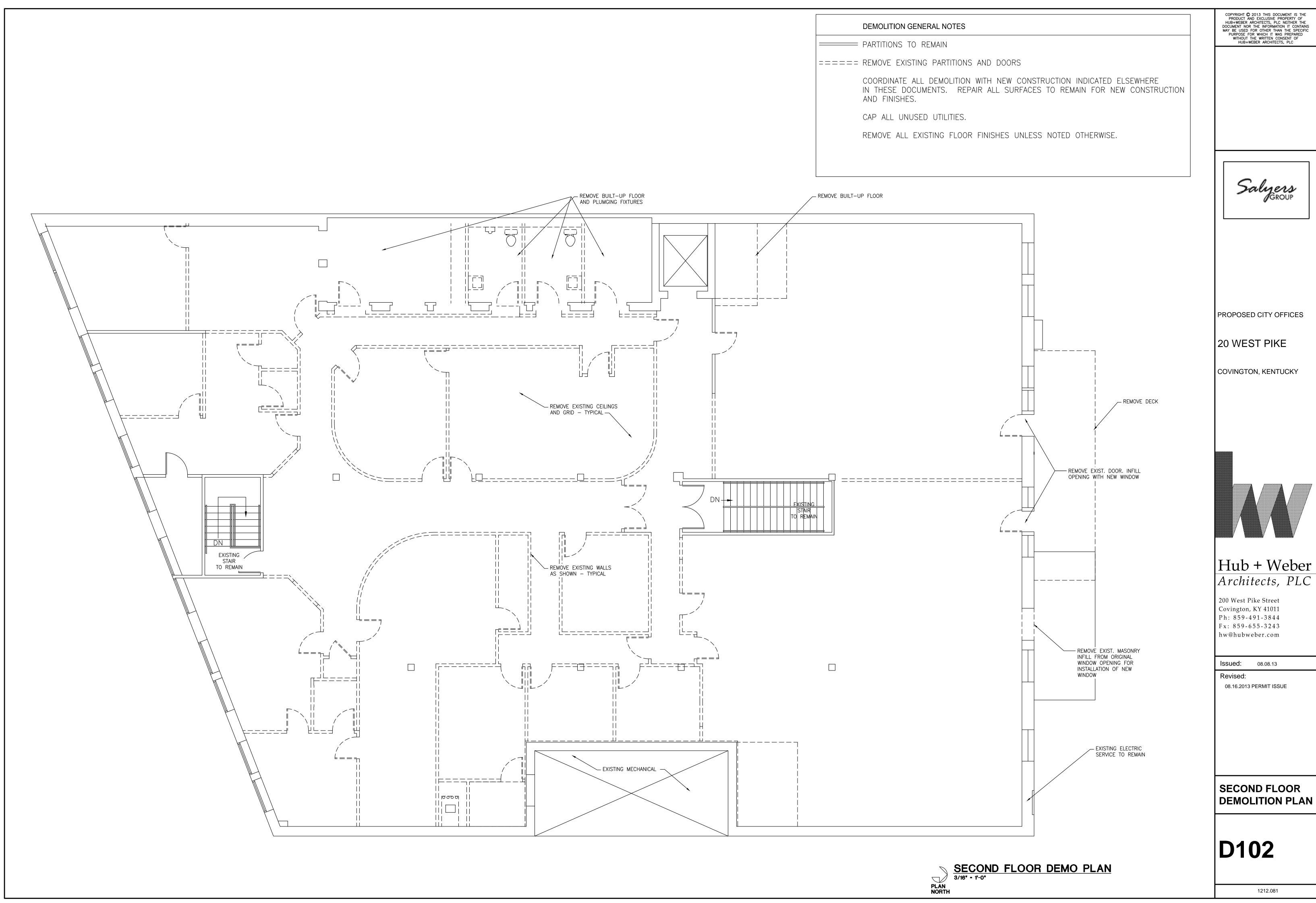


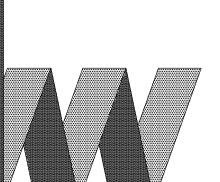


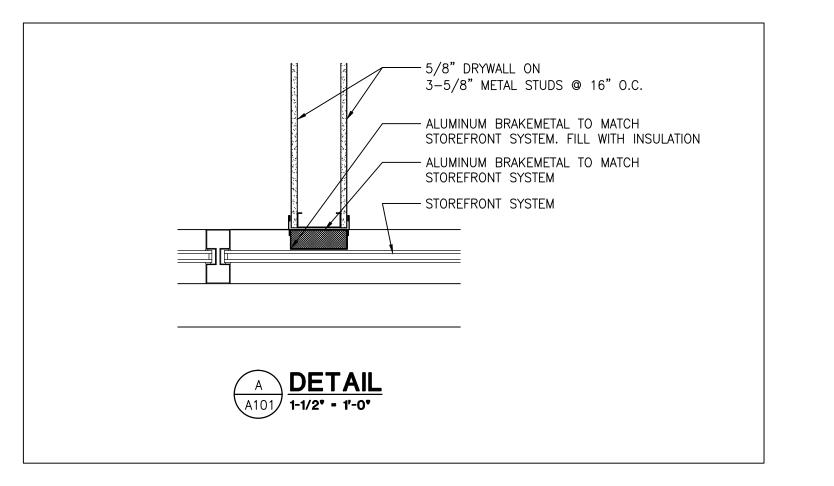












DIMENSIONS: DIMENSIONS ARE TO FACE OF FRAMING AND EXISTING FINISHES UNO. USE DIMENSIONS SHOWN; IN NO CASE SHALL WORKING DIMENSIONS BE SCALED FROM DRAWINGS. VERIFY ALL DIMENSIONS IN FIELD PRIOR TO CONSTRUCTION. COORDINATE ALL DIMENSIONS WITH WORK BY OTHERS. NOTIFY OWNER OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.

CONDITIONS AND DETAILS MARKED "TYPICAL" SHALL APPLY IN ALL CASES UNLESS SPECIFICALLY INDICATED OTHERWISE. TYPICAL DETAILS NOT REFERENCED ON DRAWINGS APPLY UNLESS NOTED OTHERWISE BY SPECIFIC NOTES AND DETAILS. WHERE NO SPECIFIC DETAIL IS SHOWN THE CONSTRUCTION SHALL BE IDENTICAL OR SIMILAR TO THAT INDICATED FOR THE TYPICAL CONSTRUCTION ON THE PROJECT.

WHERE NO SPECIFIC STANDARDS ARE APPLIED TO A MATERIAL OR METHOD OF CONSTRUCTION TO BE USED IN THE WORK ALL SUCH MATERIALS AND METHODS ARE TO MAINTAIN STANDARDS OF THE INDUSTRY.

GENERAL NOTES

MATERIAL, EQUIPMENT, ETC. NOT INDICATED ON THE DRAWINGS OR SPECIFIED HEREIN BUT REQUIRED FOR THE SUCCESSFUL AND EFFICIENT COMPLETION OF THE INSTALLATION SHALL BE HELD TO BE IMPLIED AND SHALL BE FURNISHED AND INSTALLED FOR NO ADDITIONAL COST.

ARCHITECTURAL, MECHANICAL, ELECTRICAL AND PLUMBING WITH

APPROPRIATE TRADES, DRAWINGS AND SUBCONTRACTORS PRIOR TO

CONSTRUCTION.

CONSTRUCTION MATERIALS SHALL BE SPREAD OUT IF PLACED ON FRAMED FLOORS OR ROOF. LOAD SHALL NOT EXCEED THE DESIGN LIVE LOAD PER SQUARE FOOT.

ESTABLISH AND VERIFY ALL OPENINGS AND INSERTS FOR

DO NOT NOTCH OR DRILL JOISTS, BEAMS OR LOAD BEARING STUDS WITHOUT PRIOR APPROVAL OF DESIGNER.

NEW PARTITION - TYPICAL - 3 8 METAL STUDS (6" REPAIR EXISTING FIRE BLOCKING, INSULATION AND FINSIHES WHERE IT IS DAMAGED DURING CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR THE STRUCTURAL, THERMAL AND

MOISTURE PERFORMANCE OF THE PROJECT. COORDINATE LOCATIONS OF EXISTING MASONRY FIREPLACES NOT SHOWN ON THESE DRAWINGS.

COORDINATE ELECTRICAL, PLUMBING AND DATA REQUIREMENTS WITH OWNER'S EQUIPMENT.

COORDINATE WITH MECHANICAL, ELECTRICAL AND PLUMBING WORK BY

FIRST FLOOR PLAN
3/16' - 1'-0'

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AT PLUMBING WALLS) AT 16" ON CENTER TO UNDERSIDE OF EXISTING CEILING WITH \$" GYPSUM BOARD EACH SIDE UNO. PROVIDE SOUND BATTS. NEW GLASS PARTITION. GLASS IN WOOD FRAME.

SPACE MULLIONS EVENLY ACROSS ELEVATION. PROVIDE SAFETY GLAZING AT ALL PANES WHERE: EXPOSED AREA OF AN INDIVIDUAL PANE IS GREATER THAN 9 SQ.FT, EXPOSED BOTTOM EDGE IS LESS THAN 18" ABOVE FLOOR AND EXPOSED TOP EDGE GREAT THAN 36" ABOVE FLOOR. PROVIDE SAFETY GLAZING IN ALL PANES ADJACENT TO DOORS.

NEW 6'-0"H. PARTITION. 3 \(\frac{5}{8} \) METAL STUDS AT 16" ON CENTER WITH §" GYPSUM BOARD EACH SIDE UNO. PROVIDE PAINTED WOOD CAP.

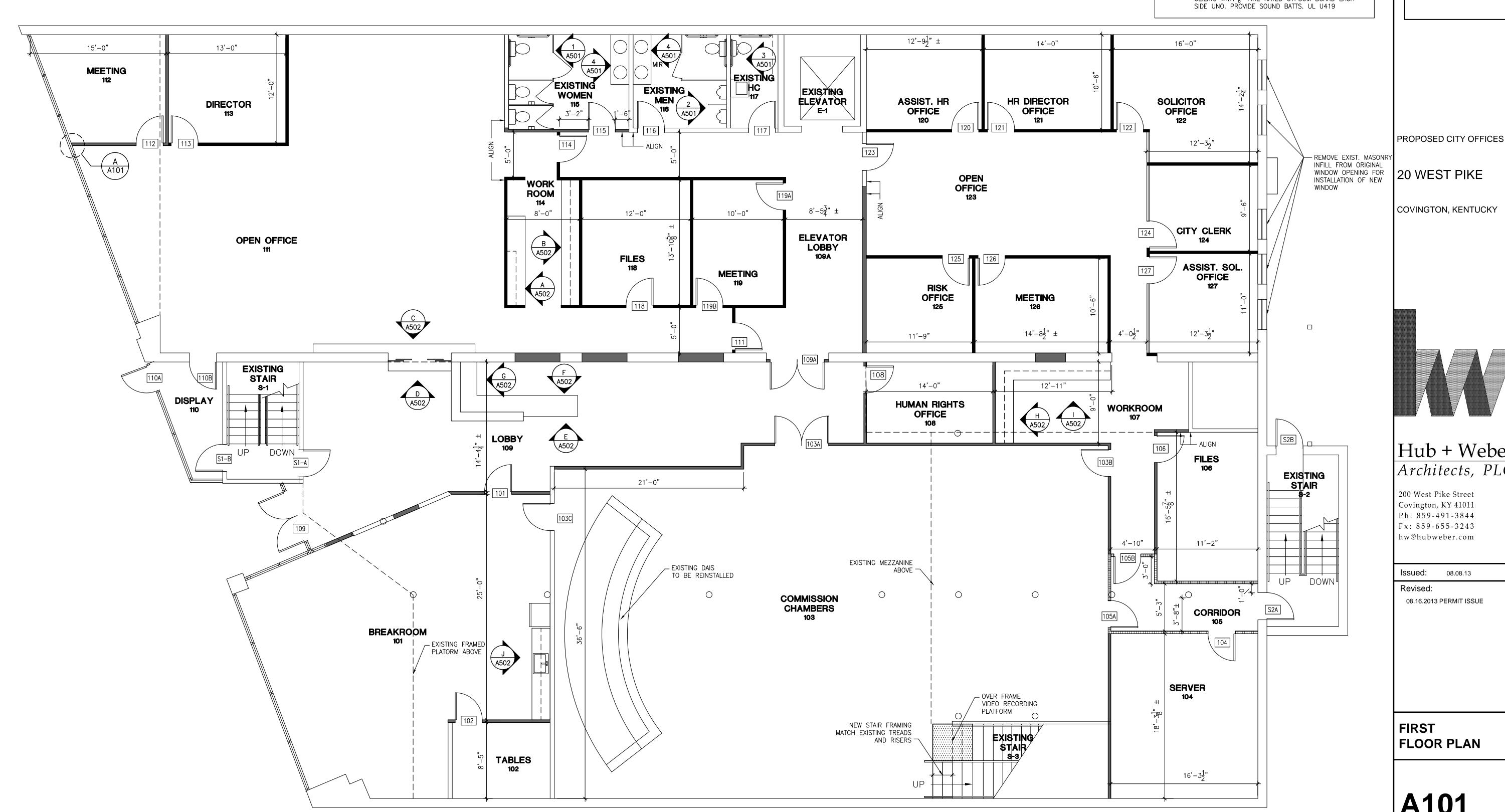
PARTITION NOTES

EXISTING PARTITION

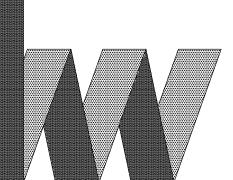
NEW 10'-0"H. PARTITION. 3 §" METAL STUDS AT 16" ON CENTER WITH & GYPSUM BOARD. PROVIDE SOUND

NEW 1 HOUR RATED PARTITION 3 §" METAL STUDS AT 16" ON CENTER TO UNDERSIDE OF EXISTING CEILING WITH §" FIRE RATED GYPSUM BOARD EACH SIDE UNO. PROVIDE SOUND BATTS. UL U419





COVINGTON, KENTUCKY



Hub + Weber

Architects, PLC

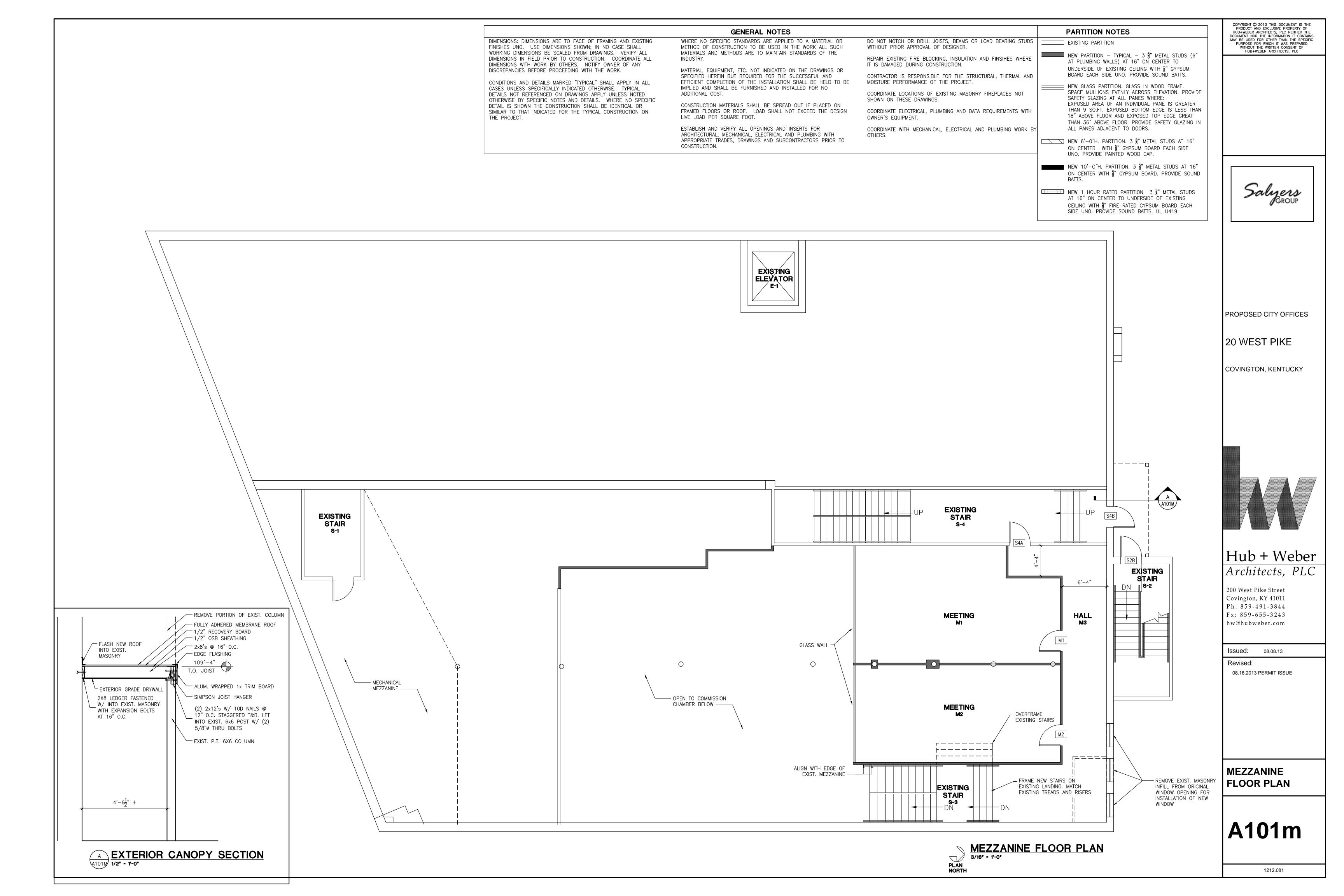
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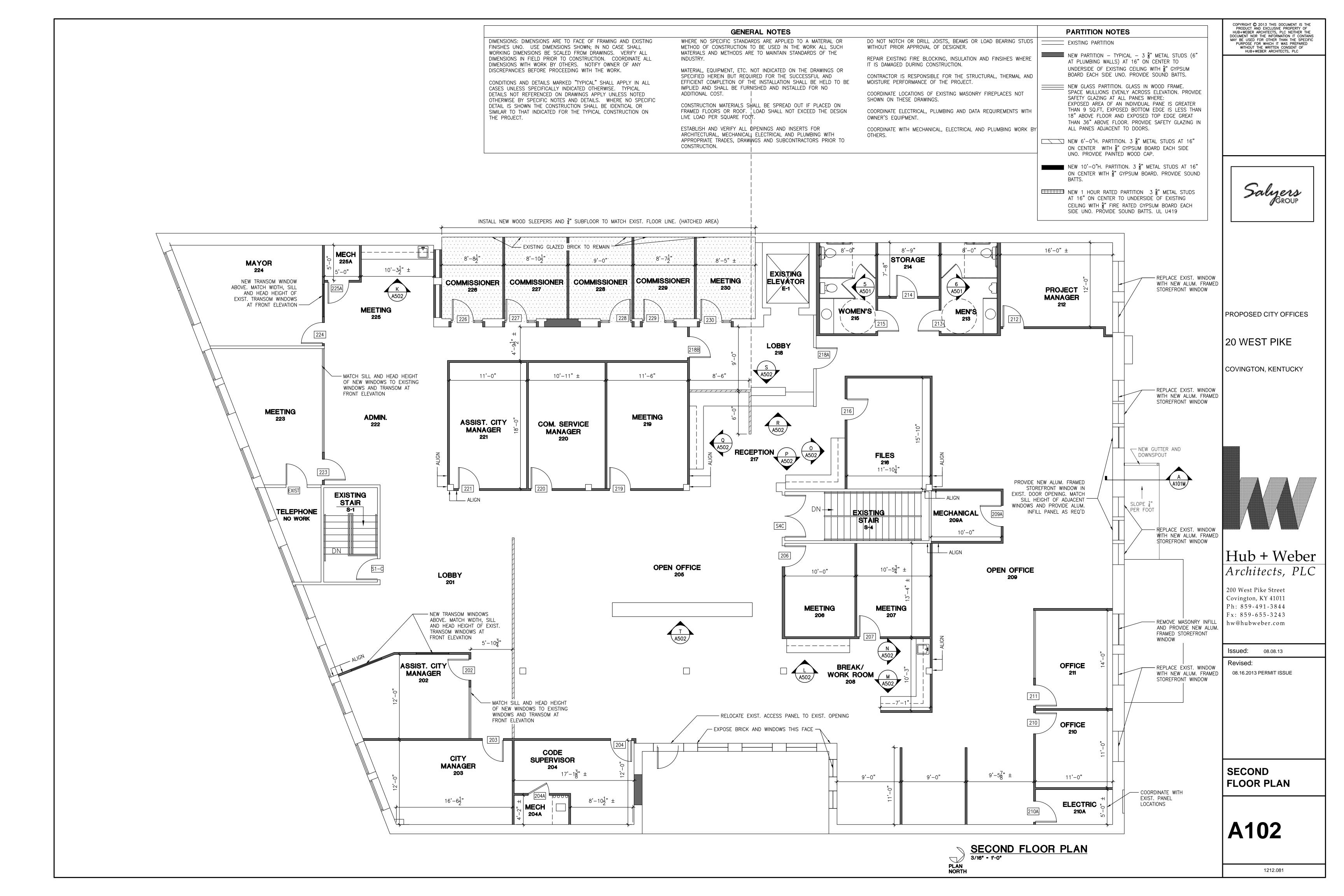
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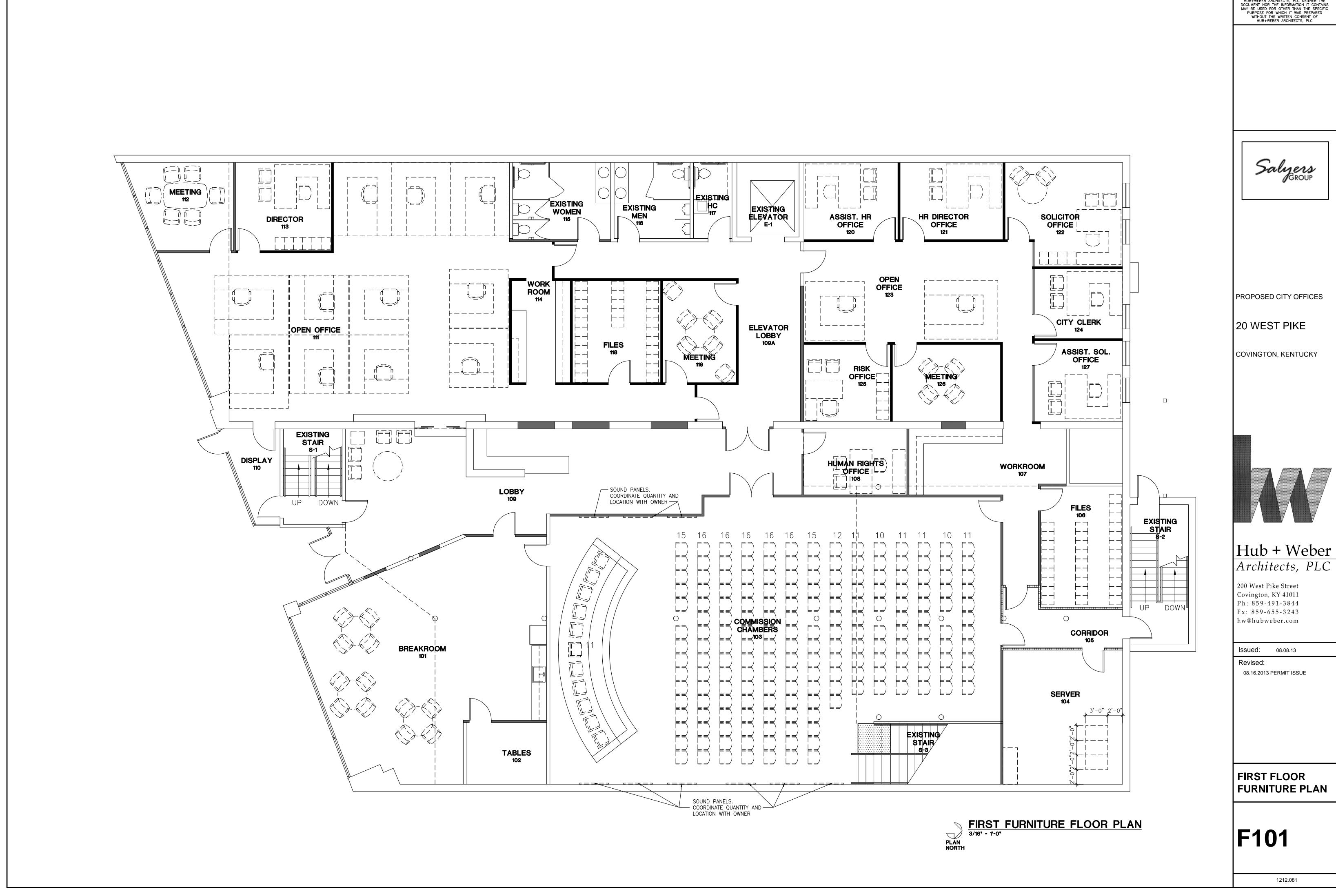
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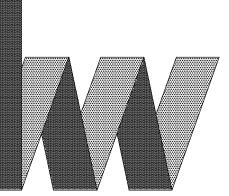
FIRST FLOOR PLAN

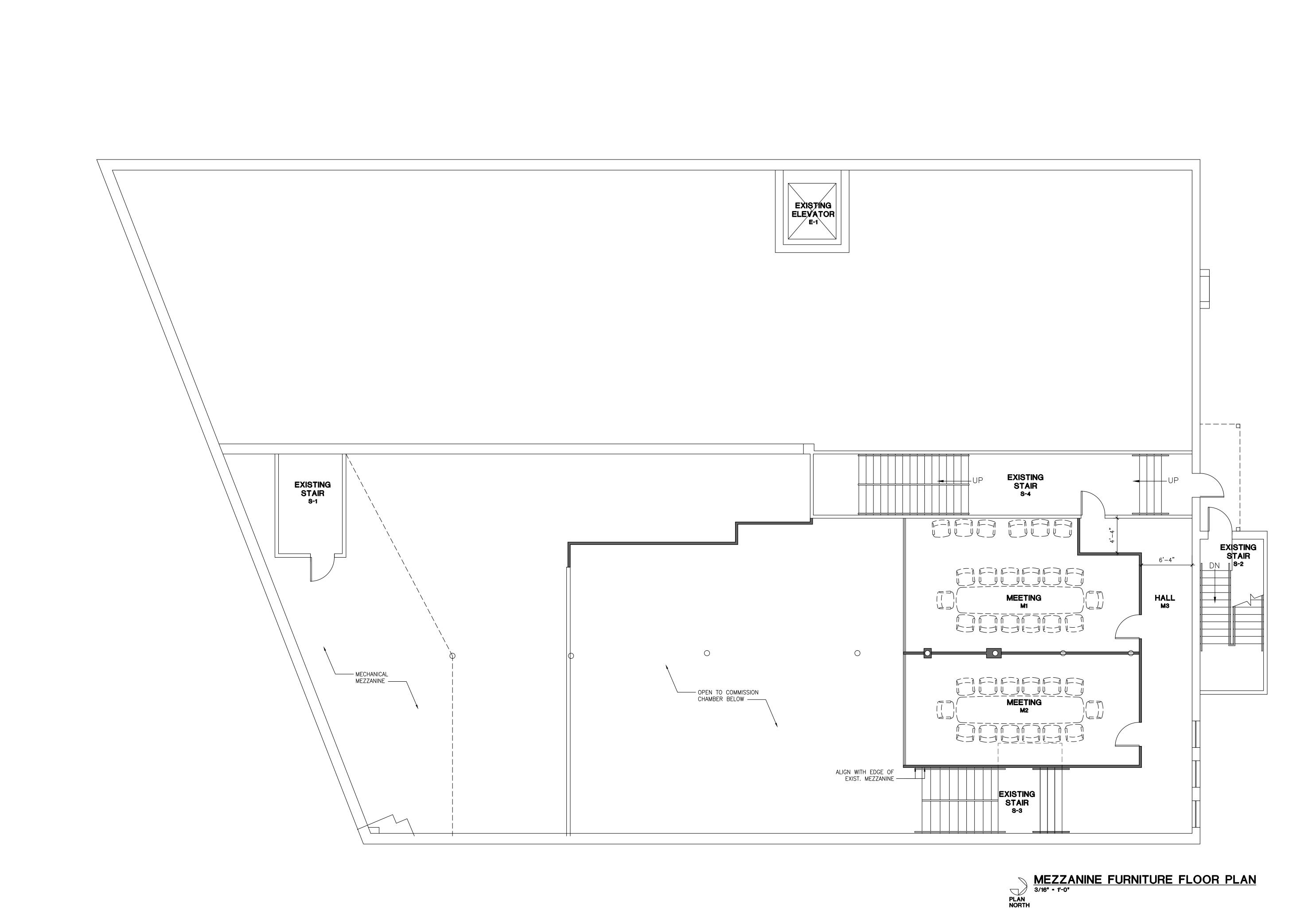
A101









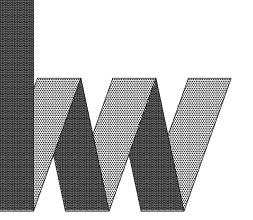


Salyers

PROPOSED CITY OFFICES

20 WEST PIKE

COVINGTON, KENTUCKY



Hub + Weber Architects, PLC

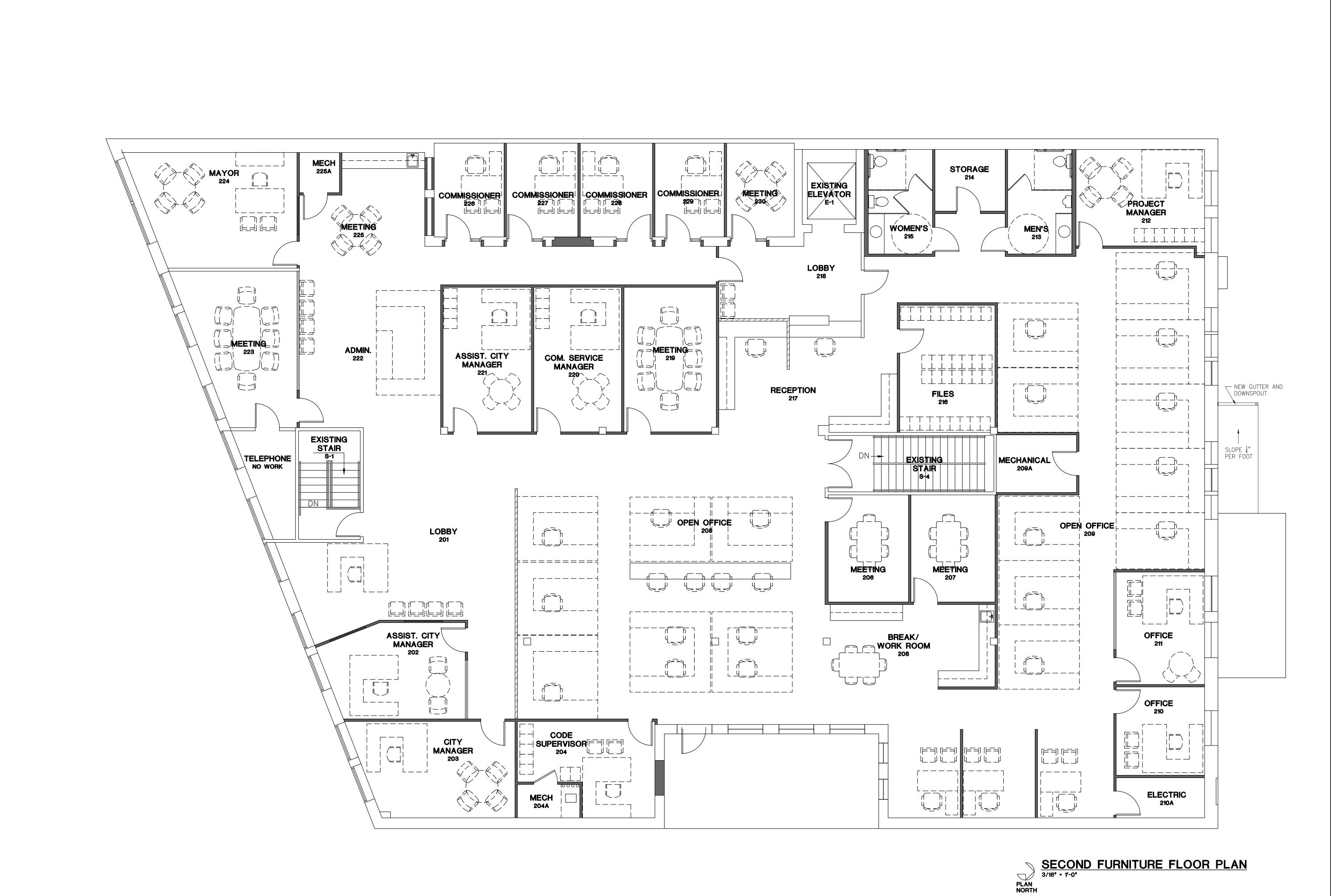
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MEZZANINE FURNITURE PLAN

F101m

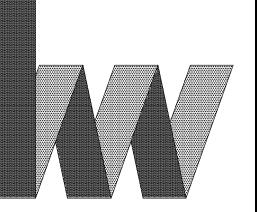


Salyers

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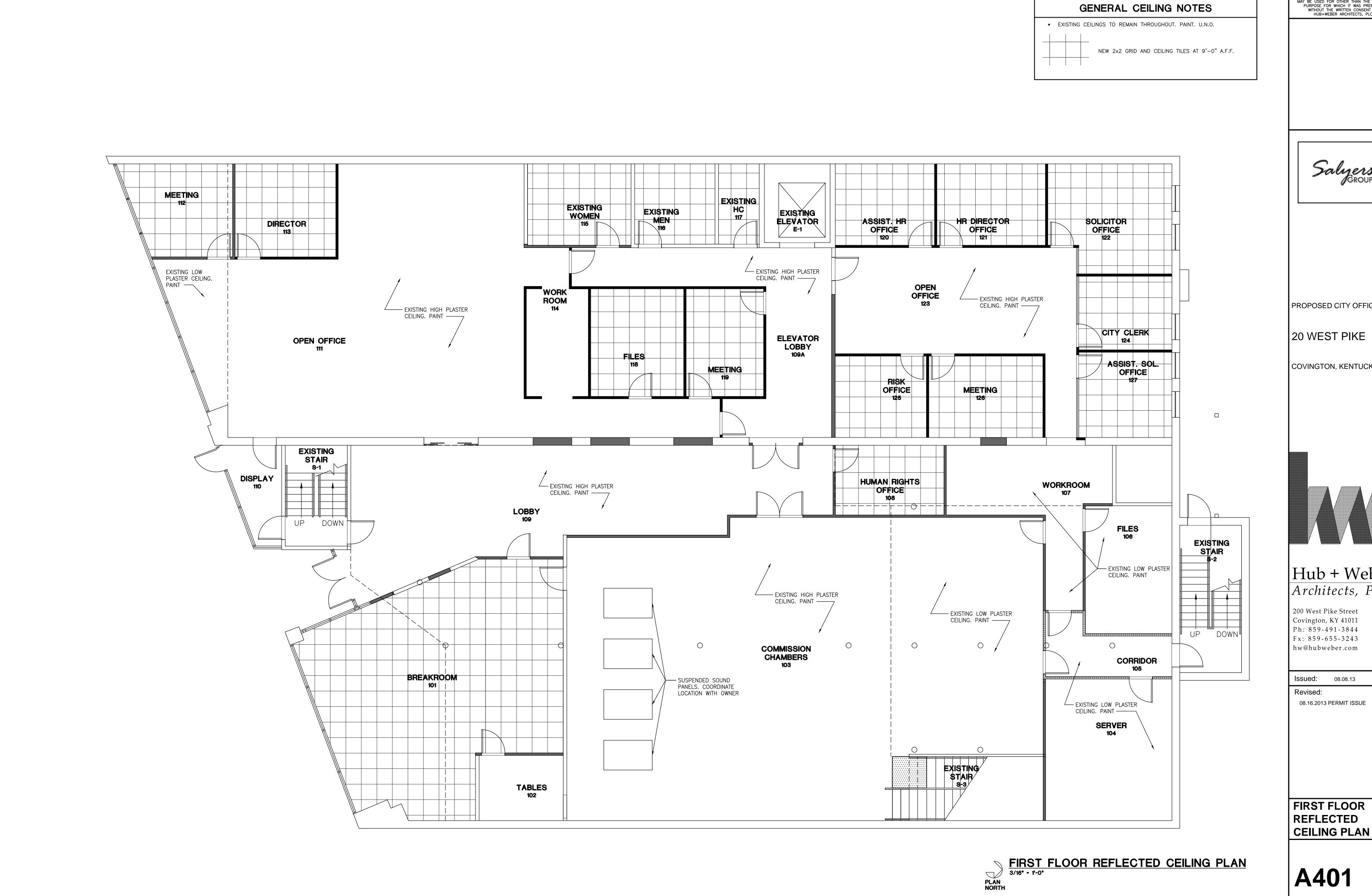
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SECOND FLOOR FURNITURE PLAN

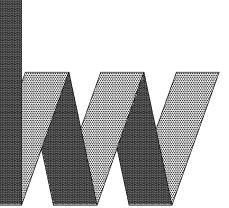
F102



PROPOSED CITY OFFICES

20 WEST PIKE

COVINGTON, KENTUCKY



Hub + Weber Architects, PLC

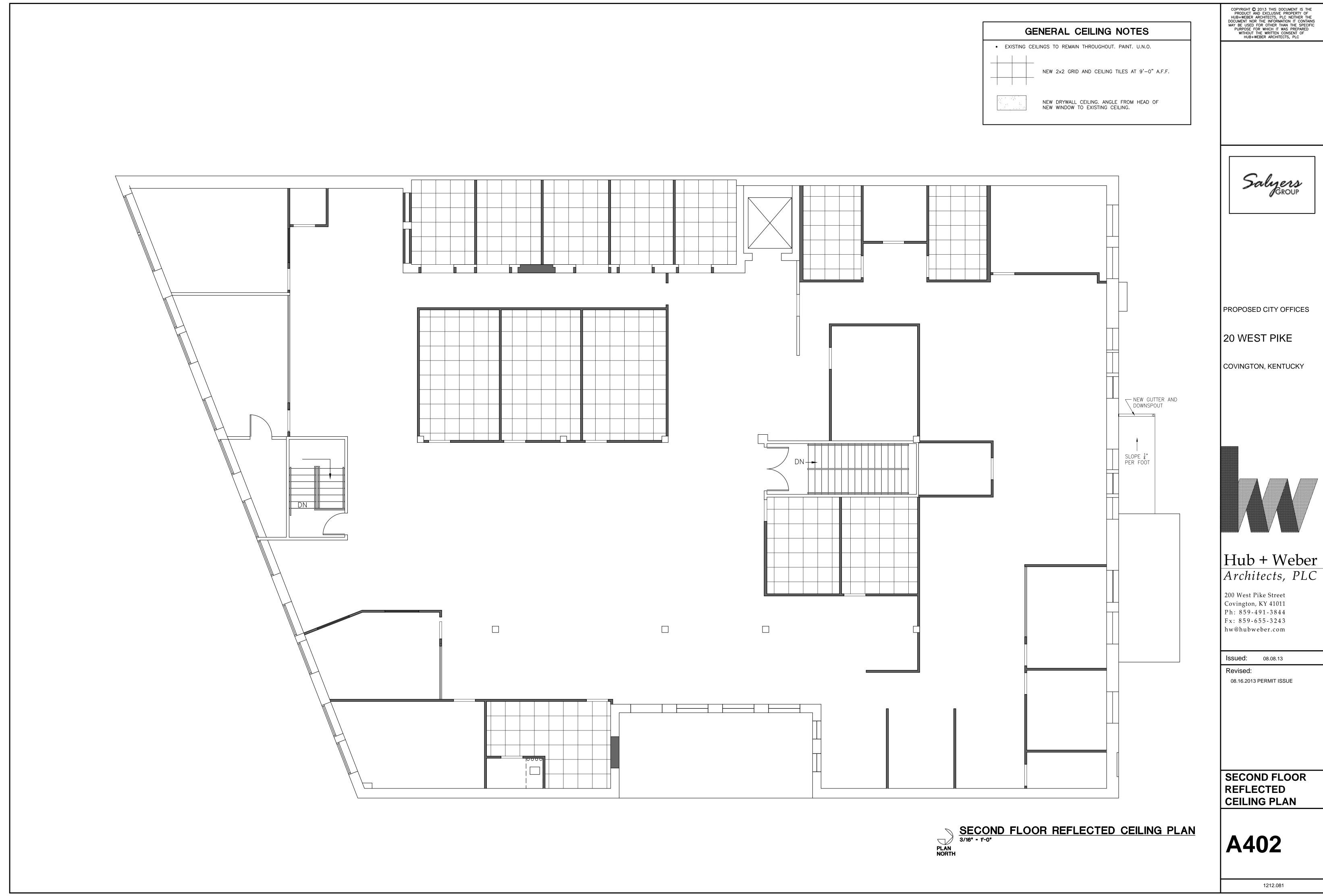
200 West Pike Street Covington, KY 41011 Ph: 859-491-3844 Fx: 859-655-3243 hw@hubweber.com

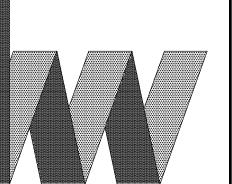
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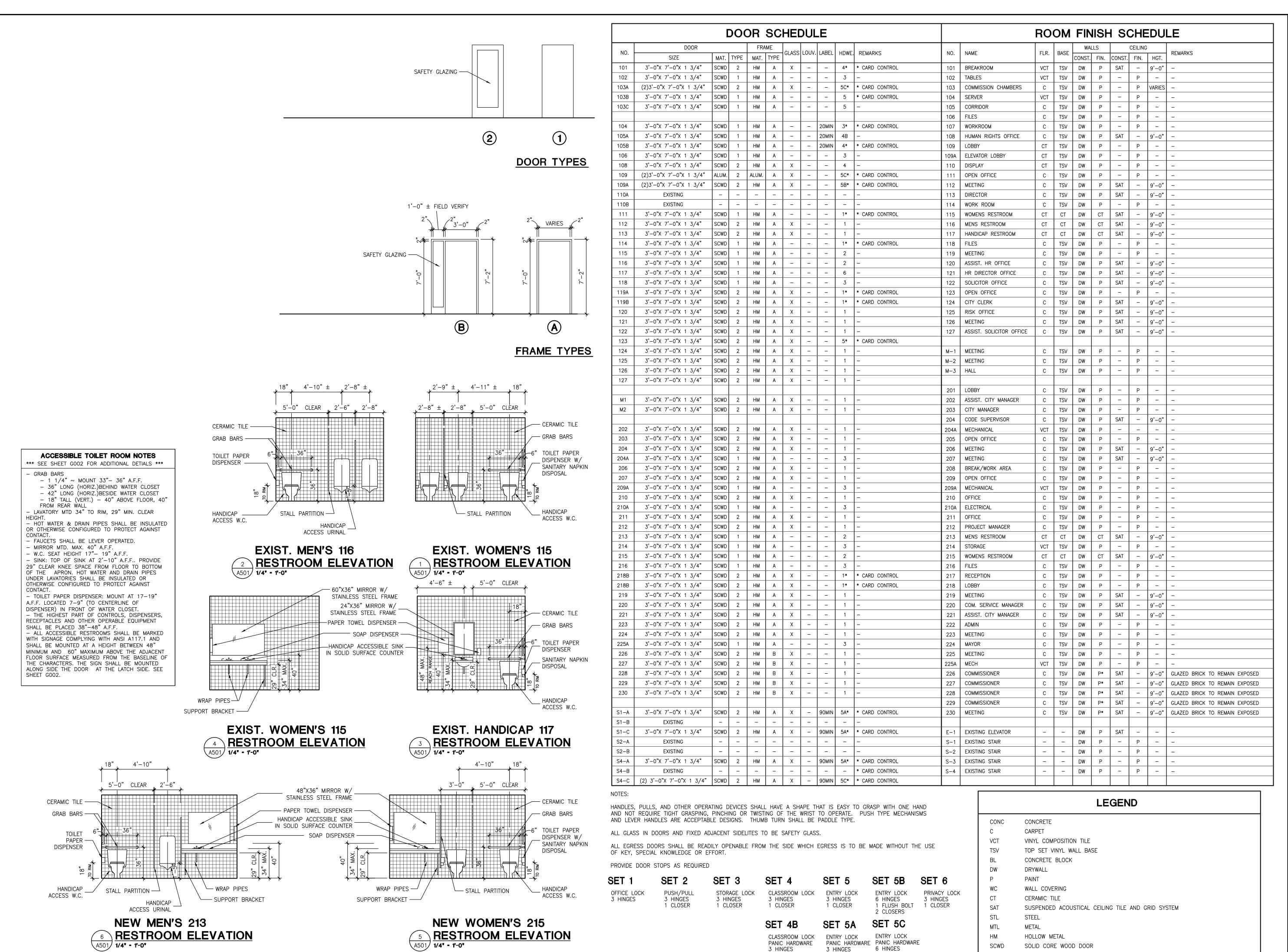
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FIRST FLOOR REFLECTED

A401







1 CLOSER

1 FLUSH BOLT

2 CLOSERS

1 CLOSER

HOLLOW CORE WOOD DOOR

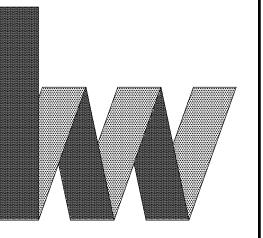
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SCHEDULES

A501

